

Appendix A – Sample of Air Force Personnel Center (AFPC) Vacancy Announcement
Civilian Employment – Vacancy Announcement

Please be sure to review for complete qualifications "Who may apply" and "How to apply" information.

SAMPLE



Vacancy Announcement

UNITED STATES AIR FORCE (USAF)
 AIR FORCE PERSONNEL CENTER (AFPC)

Vacancy Announcement Number:
 03SEP335325

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential:
 RESEARCH PSYCHOLOGIST GS-0180-13/13

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Vacancy Announcement Number: 03SEP335325 (This is a DEU Announcement)

Opening Date: 09/12/2003

Closing Date: 09/25/2003

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential: RESEARCH
 PSYCHOLOGIST GS-0180-13/13

[Career Program](#): None

Salary: 67143-87289

[Duty Location](#): BROOKS AFB

City or County if any: SAN ANTONIO TX

Temporary position: No

Work Schedule: Full-Time

Who May Apply: Open to U.S. Citizens only. Position to be filled through Delegated Examining (DEU) authority.

Major Duties: Incumbent will serve as a research psychologist, project manager, and consultant for behavioral science and other organizational research activities. Develops and conducts applied behavioral science research. Develops and manages projects focusing on behavioral health and psychosocial factors in physical health. Projects span the continuum of health care from prevention to disease management. Participates in administrative, educational and scientific meetings within the organization. Attends and makes presentations on relevant topics at journal clubs and other professional meetings. Provides expert opinion and consultation to external customers on behavioral health factors and psychosocial factors in physical health. ADDITIONAL INFORMATION: Permanent Change of Station Expenses (PCS) Will Not Be Paid

QUALIFICATIONS REQUIRED: BASIC REQUIREMENT: Degree: Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree with a major or equivalent in psychology. AND One year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to the work of a Research Psychologist. To be creditable, the specialized experience must have been equivalent to the GS-12 grade level. Specialized experience may have been gained while performing the duties of a psychologist with professional knowledge of applied research in behavioral science processes, behavioral science analyses, and experimental design and statistical evaluation of data. *PhD or equivalent in Psychology and licensed or license-eligible in the United States is desired. Knowledges, Skills and Abilities Required: 1. Knowledge of psychology with specialized knowledge of applied research. 2. Comprehensive knowledge and experience in behavioral science processes and behavioral science analyses. 3. Expertise in experimental design and statistical evaluation of data concerning behavioral processes and behavioral analyses. 4. Knowledge and experience of relevant research methods for planning, designing and carrying out experimental investigations. 5. Proficiency in public speaking and scientific writing to defend

research proposals, present data at scientific meetings to research professionals, and document results for technical reports and scientific journals. 6. Proficiency in computer applications, including word-processing, spreadsheets, presentation software and database applications. **CONDITIONS OF EMPLOYMENT:** Frequent travel may be required, both domestic and foreign, on military or commercial aircraft.

Basis of Rating: Applicants will be rated on an evaluation of the quality and extent of experience, education, and training as described in their resume to the knowledge, skills and abilities (KSAs) listed in this announcement.

Pay, Benefits and Work Schedule: Permanent w/Bene. This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System. Direct Deposit. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

Other Information: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. This position is subject to provisions of the DOD Priority Placement Program and the Interagency Career Transition Assistance Plan Program (ICTAP). We recommend you visit the following Web sites for bases in which you are interested for information on the local community, cost of living expenses, education, employment, housing availability, relocation and support services: Standard Installation Topic Exchange Service: <http://www.dmdc.osd.mil/sites> Official public Air Force sites: <http://www.af.mil/sites> The Department of Air Force will not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment, except under very unusual circumstances.

How To Apply: DEU ONLY - This position is being announced under the Air Force Personnel Center Delegated Examining Unit (DEU) authority and is "Open to all U S citizens" unless otherwise specified in the announcement. If you already have an active resume and supplemental data on file with the Air Force Personnel Center, you must also self-nominate by the closing date of the specific announcement in order to receive consideration. If you do not have a verified resume on file and are submitting an initial resume on-line through our Resume Writer, you may self-nominate at the same time. If you are submitting an initial resume by mail or E-mail only, you may include the announcement number on your supplemental data sheet. Initial resumes must also be received by the closing date of the announcement. If you do not have a resume on file, detailed instructions on How to Apply are available on our Job Kit at <http://www.afpc.randolph.af.mil/afjobs> or by calling 1-800-699-4473 (within area code 210 call 527-2377); TDD users call 1-800-382-0893 (within area code 210 call 565-2928) between the hours of 0730 - 1630 (CST). Resumes may be submitted 3 ways: 1) On-line through our Resume Writer at <http://www.afpc.randolph.af.mil/afjobs>, 2) By E-mail: Prepare resume in the body of your e-mail. Place "Applicant Information" in the subject line of e-mail and send to Ext.Resume@randolph.af.mil 3) Mail hard copy resume to: HQ AFPC/DPCTDC, ATTN: Recruitment Call Center, 550 C Street West Suite 57, Randolph AFB TX 78150-4759. Only properly formatted resumes and supplemental data will be considered. The SF-171 and OF-612 are no longer accepted as an application for employment. You must allow at least 5 working days for the verification of your resume. If you already have an active resume on file with AFPC, you must self-nominate for this specific announcement. All self-nominations must be accomplished by the closing date. If you have questions or comments on application procedures, please E-mail recruitment.center@randolph.af.mil or apfc.dpc2@randolph.af.mil

EEO Statement: THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER. Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.